

JIS Recommended Procedure for MIP-Deferred Sentence
2004 Public Act 63, Effective 9/1/04
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Until the fall/winter software release is available, we suggest the following procedure for processing MIP deferrals.

1. On the disposition screen:
 - a) Use **14**-Disposed on Guilty Plea as your *DS Code*
 - b) Enter the bar # or hot key of the judge who took the plea
 - c) Assess fine, costs, minimum state cost, probation oversight fees
 - d) Type the code **DMIP** (Deferred MIP) in the 4-letter field following "*Other Actions*"
 - e) Type a **Y** in the *Non-Public* field
 - f) Enter the probation term and any other orders
2. On the Order of Probation screen, manually type ***Judgment of guilt is deferred** in paragraph 8.
3. Once the abstract generates (the next time Daily Date Generated Notices are requested):
 - a) Hop to the ABS screen and change the *OffCd* field to **1360R**
 - b) Change *Court Findings* to **DEFERRED**
 - c) Press **F3**-Update

If **unsuccessful** completion of the probation term **before the fall/winter release**:

1. On the disposition screen:
 - a) Use **SS**-Supplemental Sentence as your *DS Code*
 - b) Add any additional assessments and/or orders
 - d) Correct status of case in the *Close/reOpen/Probation* field, if necessary
 - e) Type an **N** in the *Non-Public* field
2. On the abstract screen change:
 - a) *Adjudicate* date to the date conviction is entered
 - b) *OffCd* from 1360R to **1360**
 - c) *Court Findings* to **DSP GLTY PL**
 - d) Press **F3**-Update

If **successful** completion of the probation term **before the fall/winter release**:

1. On the removal screen, type an **X** in front of the *DS code* field
2. On the disposition screen:
 - a) Use **08**-Dismissed as your *DS Code*
 - b) Enter the bar # or hot key of the judge
 - c) Type an **X** in the *Audit Abs* field to request a dismissal abstract
 - d) Type an **N** in the *Non-Public* field (SCAO Memorandum dated 8/20/04)
 - e) Type a **C** in the *Close/reOpen/Probation* field to close the case

****Detailed instructions on how to correct dispositions and caseload
will be given in the fall/winter release****